DOD FM CERTIFICATION
Army Proponency Office

Mailbox: USARMY Pentagon HQDA ASA FM Mailbox DOD Certification

https://fmonline.ousdc.osd.mil/

UNCLASSIFIED

Agenda

- Opening Remarks
- DoD FM Certification Program
- How to Use FM myLearn to course searches
- Learning History Worksheets
- Demo of Three Step Process
- How to redact PII in Adobe PDF
- Review of the 12 common errors for Certification Rejection
- How to run User Reports in LMS
- Online Resources
- Closing Remarks

Certification Program Purpose and Background

- Establish a framework to guide DoD FM professional development
- Intent is to make a good FM workforce even better!
  - Encourage career broadening and leadership
  - Ensure financial management workforce has knowledge, skills, and abilities necessary to achieve auditable financial statements
- Organize professional development efforts with relevant FM and leadership competencies
- The National Defense Authorization Act for Fiscal Year 2012 (Public Law 112-81) provided the Secretary of Defense with the authority to prescribe professional certification and credential standards.
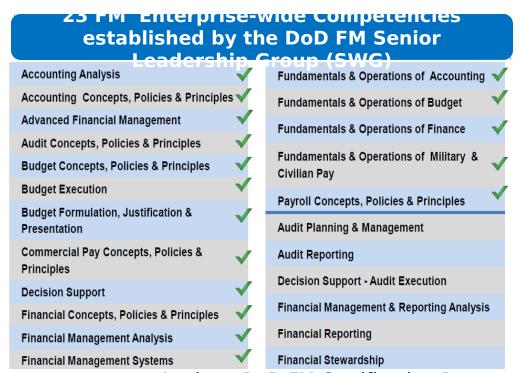
What are DoD FM Certification Program Competencies?

17 of 23 Enterprise-wide **FM** competencies were mapped to the 05XX Series by the DoD Senior Working Group (SWG)

DoD **Leadership** competencies

23 FM Enterprise-wide Competencies established by the DoD FM Senior Leadership Group (SWG)

Accounting Analysis ✓	Fundamentals & Operations of Accounting ✓
Accounting Concepts, Policies & Principles ✓	Fundamentals & Operations of Budget ✓
Advanced Financial Management ✓	Fundamentals & Operations of Finance ✓
Audit Concepts, Policies & Principles	Fundamentals & Operations of Military & Civilian Pay ✓
Budget Concepts, Policies & Principles ✓	Payroll Concepts, Policies & Principles ✓
Budget Execution ✓	Audit Planning & Management
Budget Formulation, Justification & Presentation ✓	Audit Reporting
Commercial Pay Concepts, Policies & Principles ✓	Decision Support - Audit Execution
Decision Support ✓	Financial Management & Reporting Analysis
Financial Concepts, Policies & Principles ✓	Financial Reporting
Financial Management Analysis ✓	Financial Stewardship
Financial Management Systems ✓	

DoD Civilian Leader Development Continuum

DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

Deliberate development through progressive learning opportunities (education, training, self-development, assignments) that broaden experience and increase responsibility

Vision
External Awareness
Strategic Thinking
Political Savvy
Global Perspective
National Security Strategy
Lead the Institution

Technology Management
Financial Management
Creativity and Innovation
Partnering
Entrepreneurship
National Defense Integration
National Security Environment
Lead Organizations/Programs ü

Human Capital Management
Leveraging Diversity
Conflict Management
Developing Others
DoD Corporate Perspective
National Security Foundation
Lead People — Cert Level 3

Team Building
Accountability
Decisiveness
Influencing/Negotiating
DoD Mission and Culture
Lead Teams/Projects — Cert Level 2 ü

Flexibility / Resilience / Continual Learning / Service Motivation / Computer Literacy
Integrity/Honesty / Customer Service / Problem Solving / Technical Credibility
Interpersonal Skills / Oral Communication / Written Communication / Mission Orientation
Lead Self — Cert Level 1 ü

ü Apply to DoD FM Certification Program FM and Leadership competencies.

Army Level Guidelines

- DoD FM certification levels link grade with job knowledge and complexity
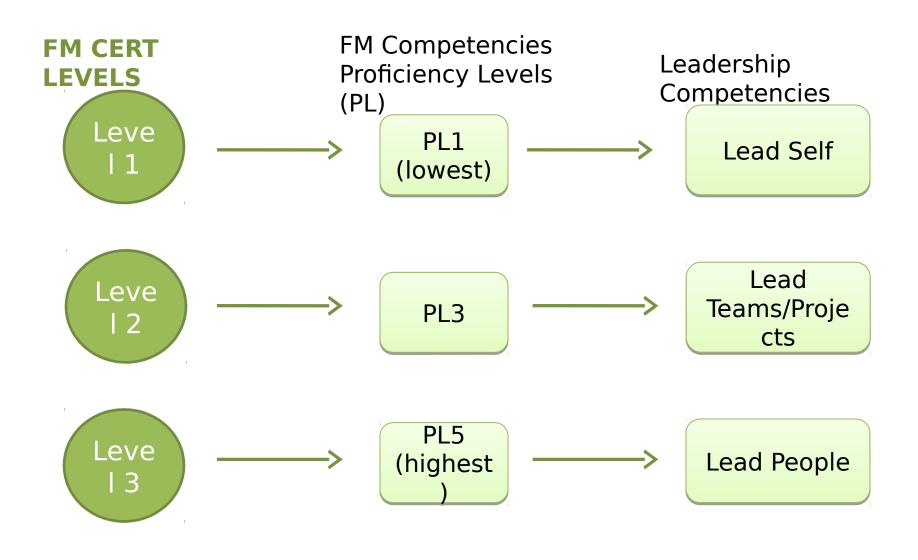- Program is position based and each participant must be assigned a level

Guidance from DTM

Level	Officer	Enlisted	Civilian *
1	01-02	E1-E4	GS1-GS8
2	03-04	E5-E6	GS9-GS13
3	05 and above	E7-E9	GS14 and above
* GS and equivalent pay plans			

- General guideline for designating certification level of positions with leadership discretion as needed

Know your Proficiency Level

FM CERT LEVELS

FM Competencies Proficiency Levels (PL)

Leadership Competencies

Level 1 → PL1 (lowest) → Lead Self

Level 2 → PL3 → Lead Teams/Projects

Level 3 → PL5 (highest) → Lead People

DoD FM Certification Levels & Requirements

LEVEL 1	Course Hrs	LEVEL 2	Course Hrs	LEVEL 3	Course Hrs
Competencies		**Competencies**		**Competencies**	
Financial Management Sys (PL1)	6	**Financial Management Systems (PL3)**	8	**Financial Management Systems (PL5)**	4
Decision Support (PL1)	4	**Decision Support (PL3)**	8	**Decision Support (PL5)**	10
Fundamentals and Operations of X Primary Track (Accounting or Budget or Finance or Mil & Civ Pay) (PL1)	6	**Accounting Analysis OR Financial Mgt Analysis (PL3)**	10	**Accounting Analysis AND Financial Mgt Analysis (PL5)**	12
		Budget Formulation, Justification and Presentation OR Budget Execution (PL3)	10	**Budget Formulation, Justification and Presentation AND Budget Execution (PL5)**	12
		Concepts, Policies and Principles of Primary Track (Accounting or Budget or Finance or Audit or Commercial Pay or Payroll) (PL3)	10	**Advanced Financial Management (PL5)**	12
		Fundamentals and Operations of Y Alternate Track (Accounting or Budget or Finance or Mil & Civ Pay) (PL1)	6	**Concepts, Policies and Principles of Alternate Track (Accounting or Budget or Finance or Audit or Commercial Pay or Payroll) (PL3)**	10
Course: DoD FM 101 – (Six of the twelve modules may be waived with the exception of Audit Readiness)	24	**Other Required Courses: Audit Readiness, Fiscal Law, & Ethics**	9	**Other Required Courses: Audit Readiness, Fiscal law, & Ethics**	9
Sub-Total	40	Sub-Total	61	Sub-Total	69
Lead Self	**6**	**Lead Teams/Projects**	**10**	**Lead People**	**12**
Total Hours	**46**	**Total Hours**	**71**	**Total Hours**	**81**
At least 2 years of DoD FM Experience		**At least 4 years of FM experience; 2 years must be DoD FM experience**		**At least 8 years of FM experience; 2 years must be DoD FM experience**	

5/25/17

Choosing Primary and Secondary Tracks

- ***Certification Level 2***

  - ***Must identify a Primary Track***

    - » ***Concepts, Policies and Principles of X (CHOOSE ONE: Accounting or Budget or Finance or Audit or Commercial Pay or Payroll PL3)***

  - ***Must identify an Alternate Track***

    - » ***Fundamentals and Operations of Alternate Track of Y (CHOOSE ONE: Accounting or Budget or Finance or Audit or Commercial Pay or Payroll PL1)***

- ***Certification Level 3***

  - » ***Must identify an Alternate Track of X (CHOOSE ONE: Accounting or Budget or Finance or Audit or Commercial Pay or Payroll PL3)***

Note: Your Alternate Track can be a lower proficiency level

REMINDER: Be sure to follow the job aid when choosing your Tracks in the Learning Management System (LMS)

The Learning History Worksheet

Eight Steps to Assess Gaps and Prepare for LMS Input

1. **Download** the LHW for Certification level
2. **Assemble** FM course documentation*
3. **Search** for courses in FM myLearn
4. **Map** your FM myLearn courses to the Learning History Worksheet
5. **Assess** Certification Gaps
6. **Map OUSD(C)** Web Based Courses.
7. **Map Academic** Courses
8. **Plan** to Fill Gaps

* *certificates, ATRRS, ACRB, ORB, non-academic transcripts…*

First Steps for Users

- Gather all relevant FM and leadership training and education completed
  - Locate external courses in FM myLearn to determine the competencies aligned
  - Familiarize yourself with the Academic and Leadership Matrices that guide alignment of academic courses.
  - Based on the aligned competencies, list only course names in your Learning History Worksheet to fulfil the required hours. This is not the type of forum to capture all of your training.
  - Identify any gaps and complete any training needed.
- Once in LMS:
  - Record Learning
  - Upload Documentation
  - Request for Achievement

The Learning History Worksheet

The Learning History Worksheet (LHW) for each certification level shows the competency, course hour and PL requirements

Example: Cert Level 2 requires 8 hours of Financial Management Systems at PL 3

certificates, ATRRS, ACRB, ORB, non-academic transcripts…

DoD FM Learning Management System

FM LMS is the one stop shop for the DoD FM Certification Program
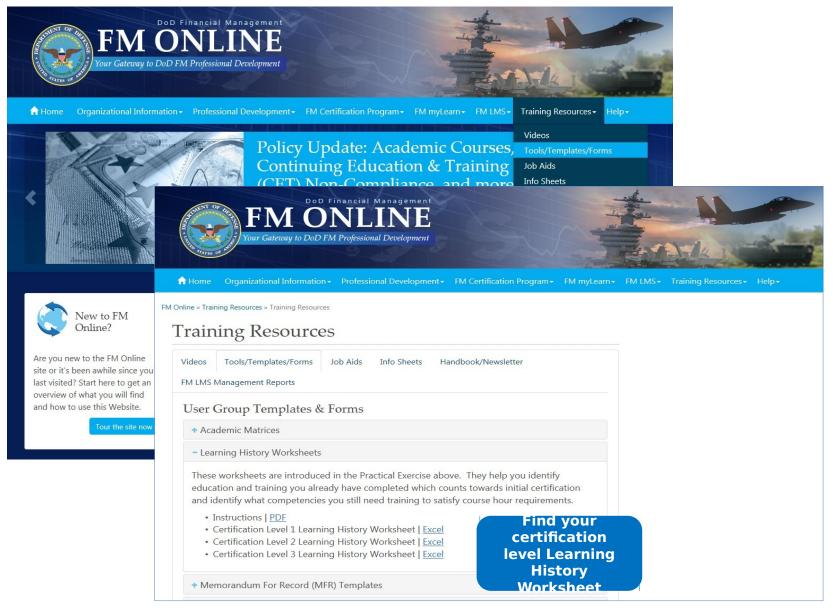
1. Download the LHW from FM Online

2. Assemble Documentation

- **Examples of common courses FMers have completed:**

  - Defense Resources Management Course (DRMC)

  - Enhanced Defense Financial Management Training Course (EDFMT)

  - Financial Manager Captain's Career Course (FMCCC)

  - Advanced Comptroller Course (ACC)

  - Executive Comptroller Course (ECC)

  - Defense Comptroller Program (DCP)

  - GFEBS courses, PPBE, ICAM, PCAM

* *certificates, ATRRS, ACRB, ORB, non-academic transcripts…*

3. Search for Courses in FM myLearn

3. Search for Courses by Competency

3. Results of Competency Search

"Active" courses found for Competency "Financial Management Systems"

3. Search for Courses Using Keywords

DoD Financial Management
FM ONLINE
Your Gateway to DoD FM Professional Development

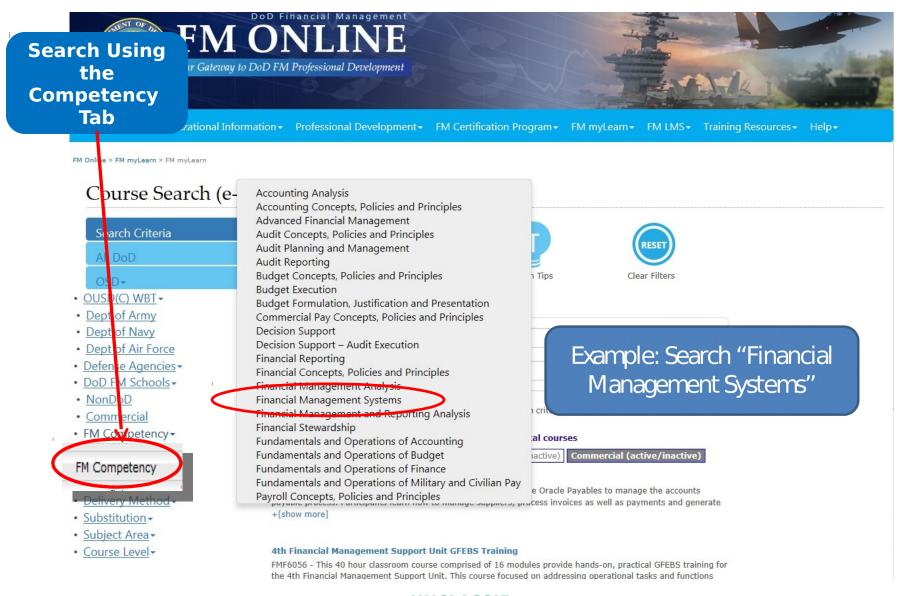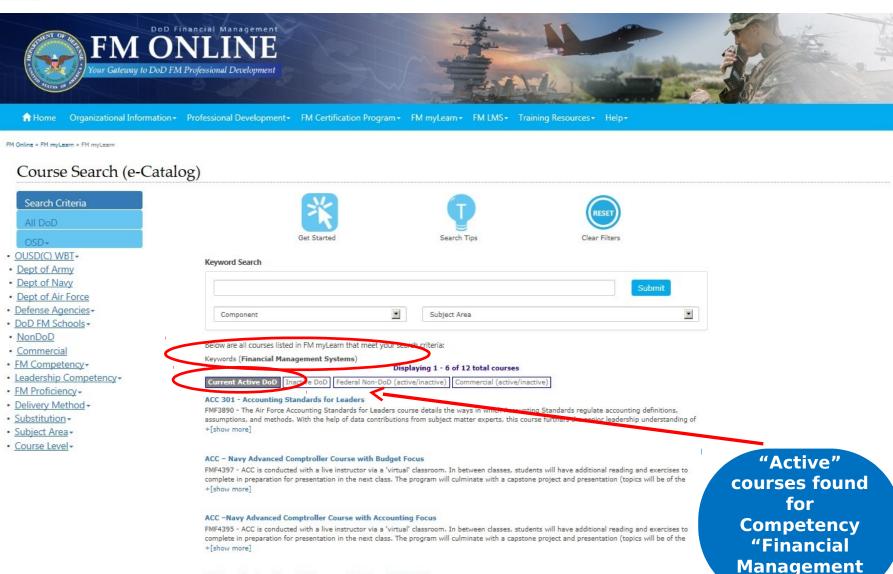🏠 Home   Organizational Information▾   Professional Development▾   FM Certification Program▾   FM myLearn▾   FM LMS▾   Training Resources▾   Help▾

FM Online » FM myLearn » FM myLearn

Course Search (e-Catalog)

Search Criteria

All DoD

OSD▾

- OUSD(C) WBT▾
- Dept of Army
- Dept of Navy
- Dept of Air Force
- Defense Agencies▾
- DoD FM Schools▾
- NonDoD
- Commercial
- FM Competency▾
- Leadership Competency▾
- FM Proficiency▾
- Delivery Method▾
- Substitution▾
- Subject Area▾
- Course Level▾

Get Started   Search Tips   Clear Filters (RESET)

Keyword Search

| EDFMT | Submit |

| Component ▾ | Subject Area ▾ |

Below are all courses listed in FM myLearn that meet your search criteria:

Keywords (**EDFMT**)

Displaying 1 - 2 of 2 total courses

| Current Active DoD | Inactive DoD | Federal Non-DoD (active/inactive) | **Commercial (active/inactive)** |

Defense Financial Management Program (DFMP)

FMF5175 - This course from 2000 was the predecessor to Enhanced Defense Financial Management Training (EDFMT) and was only offered for a limited time before EDFMT replaced it. The content was similar to EDFMT. Representative learning objectives from course syllabus appear in the Learning Objective section below.

* **Enhanced Defense Financial Management Training Course (EDFMT)**
FMF2512 - 2000-2015

Search **using Keywords**

Use these tabs to find all matching courses; Some may be inactive, commercial

UNCLASSIFIED

4. Map FM myLearn courses on LHW

3. Search for Courses in FM *myLearn*

Search Using the FM Proficiency Tab

DoD Financial Management

FM ONLINE
Your Gateway to DoD FM Professional Development

...ational Information ▾   Professional Development ▾   FM Certification Program ▾   FM myLearn ▾   FM LMS ▾   Training Resources ▾   Help ▾

...Learn

Course Search (e-Catalog)

Search Criteria

All DoD

OSD ▾

- OUSD(C) WBT ▾
- Dept of Army
- Dept of Navy
- Dept of Air Force
- Defense Agencies ▾
- DoD FM Schools ▾
- NonDoD
- Commercial
- FM Competency ▾
- Leadership Competency
- FM Proficiency
- Delivery Method
- Substitution ▾
- Subject Area ▾
- Course Level ▾

Get Started   Search Tips   Clear Filters / RESET

Keyword Search

[   ]   Submit

Component ▼   Subject Area ▼

Proficiency Level 1
Proficiency Level 3
Proficiency Level 5

Proficiency **Level 1** aligns towards **Certification Level 1**

Proficiency **Level 3** aligns towards **Certification Level 2**

Proficiency **Level 5** aligns towards **Certification Level 3**

The Learning History Worksheet

Eight Steps to Assess Gaps and Prepare for LMS Input

ü 1. **Download** the LHW for Certification level

ü 2. **Assemble** FM course documentation*

ü 3. **Search** for courses in FM myLearn

→ 4. **Map** your FM myLearn courses to the Learning History Worksheet

5. **Assess** Certification Gaps

6. **Map OUSD(C)** Web Based Courses.

7. **Map Academic** Courses

8. **Plan** to Fill Gaps

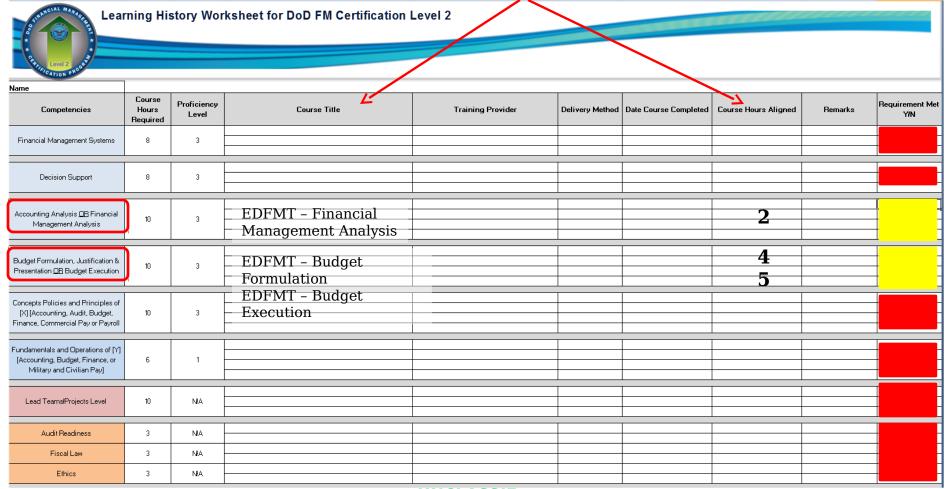*certificates, ATRRS, ACRB, ORB, non-academic transcripts...

5. Assess Certification Gaps

Record course Competency/PL hours on the LHW
✉ **Financial Management Analysis PL 3 - Hrs. 2**
✉ **Budget Formulation, Justification and Presentation – PL3 – Hrs. 4**
✉ **Budget Execution – PL 3 – Hrs 5**

Learning History Worksheet for DoD FM Certification Level 2

Name

Competencies	Course Hours Required	Proficiency Level	Course Title	Training Provider	Delivery Method	Date Course Completed	Course Hours Aligned	Remarks	Requirement Met Y/N
Financial Management Systems	8	3							
Decision Support	8	3							
Accounting Analysis OR Financial Management Analysis	10	3	EDFMT – Financial Management Analysis				2		
Budget Formulation, Justification & Presentation OR Budget Execution	10	3	EDFMT – Budget Formulation				4		
			EDFMT – Budget Execution				5		
Concepts Policies and Principles of [X] [Accounting, Audit, Budget, Finance, Commercial Pay or Payroll]	10	3							
Fundamentals and Operations of [Y] [Accounting, Budget, Finance, or Military and Civilian Pay]	6	1							
Lead Teams/Projects Level	10	N/A							
Audit Readiness	3	N/A							
Fiscal Law	3	N/A							
Ethics	3	N/A							

Cert Level 2 OUSD(C) Courses Available Online

Learning History Worksheet for DoD FM Certification Level 2
Using ONLY OUSD(C) Web Based Courses

Competencies	Course Hours Required	Proficiency Level	Hours Credited	Competency	Course Title	Training Provider	Delivery Method	Date Course Completed	Remarks
Financial Management Systems	8	3	4	FMS	Intermediate Financial Management Systems	OUSD(C)	Web Based		
Decision Support	8	3	4	DS	Intermediate Decision Support	OUSD(C)	Web Based		
Accounting Analysis OR Financial Management Analysis	10	3	0 / 4	AA	DoD Accounting Analysis Fundamentals	OUSD(C)	Web Based		
Budget Formulation, Justification & Presentation OR Budget Execution	10	3	4 / 4	BFJP	Intermediate Budget Formulation, Justification, and Pr	OUSD(C)	Web Based		
			2	BE	Budget Execution Process	OUSD(C)	Web Based		
			4	BE	Principles of Budgeting	OUSD(C)	Web Based		
Concepts Policies and Principles of [X] [Accounting, Audit, Budget, Finance, Commercial Pay or Payroll]	10	3	10 / 2	AUCPP	Manager's Internal Control Program Basic Awareness	OUSD(C)	Web Based		
			2	AUCPP	Manager's Internal Control Program for Senior Stakeh	OUSD(C)	Web Based		
			4	ACPP	Accounting Concepts Policies and Principles	OUSD(C)	Web Based		
			2.5	BCPP	Budget Concepts Policies and Principles	OUSD(C)	Web Based		
			4	CPCPP	Principles of Commercial Pay	OUSD(C)	Web Based		
			4	PCPP	Principles of Civilian Payroll				
			0	FCPP					
Fundamentals and Operations of [Y] [Accounting, Budget, Finance, or Military and Civilian Pay]	6	1	4	FOA	Fundamentals and Operations of Accounting				
				FOB					
				FOF					
				FOMCP					
Lead Teams/Projects Level	10	N/A	0						
Audit Readiness	3	N/A	3	AR	Audit Readiness (FIAR 102)	OSD	Web Based		
Fiscal Law	3	N/A	3	FL	Fiscal Law (201)	OSD	Web Based		
Ethics	3	N/A	3	ET	Ethics (201)	OSD	Web Based		
Total Course Hours	71	N/A							
At Least 4 years FM Experience (2 years Must be DoD FM	N/A	N/A							

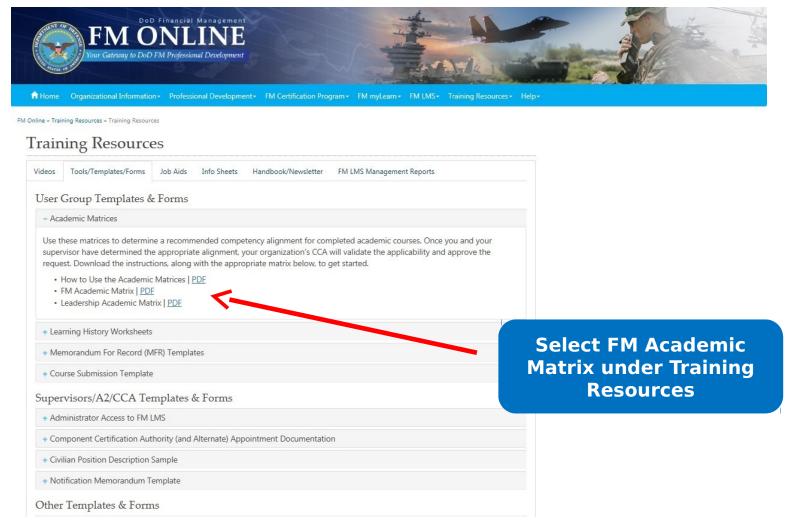# 7. Map Academic Courses to the LHW

FM myLearn

- ***Search*** *the FM myLearn academic FM and Leadership matrices relevant courses*

- ***Match*** *course title to title listed in the matrix (close match is OK) and course level to certification level*

- ***Record*** *course and hours on the **Learning History Worksheet***

7. Map Academic Courses to the LHW

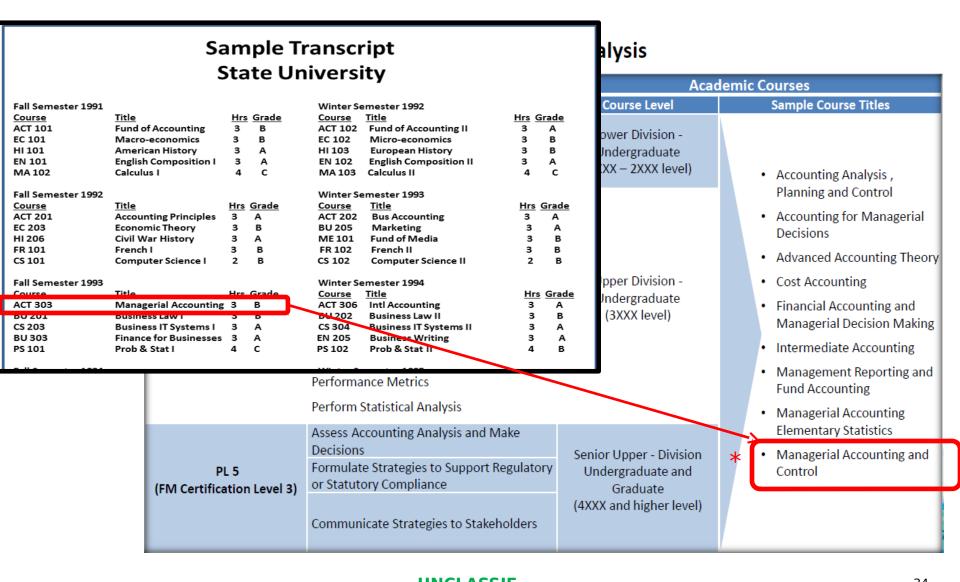Use Academic Matrices in FM myLearn to get credit for your academic courses: FM academic matrix and Leadership academic matrix

Select FM Academic Matrix under Training Resources

7. Map Academic Courses to the LHW

Accounting Analysis Competency

Accounting Analysis	Parameters	Academic Courses	
		Course Level	**Sample Course Titles**
PL 1 (FM Certification Level 1)	Identify the Validity and Accuracy of Accounting Data and Reports	Lower Division - Undergraduate (1XXX – 2XXX level)	• Accounting Analysis , Planning and Control
	Apply General Analytical and Evaluative Techniques		• Accounting for Managerial Decisions
PL 3 (FM Certification Level 2)	Analyze Accounting Information using Business Tools and Applications	Upper Division - Undergraduate (3XXX level)	• Advanced Accounting Theory
			• Cost Accounting
			• Financial Accounting and Managerial Decision Making
	Provide Recommendations on Accounting Issues		• Intermediate Accounting
	Assess/Test Internal Control and Performance Metrics		• Management Reporting and Fund Accounting
	Perform Statistical Analysis		• Managerial Accounting Elementary Statistics
PL 5 (FM Certification Level 3)	Assess Accounting Analysis and Make Decisions	Senior Upper - Division Undergraduate and Graduate (4XXX and higher level)	• Managerial Accounting and Control *
	Formulate Strategies to Support Regulatory or Statutory Compliance		
	Communicate Strategies to Stakeholders		

Sample Transcript
State University

Fall Semester 1991

Course	Title	Hrs	Grade
ACT 101	Fund of Accounting	3	B
EC 101	Macro-economics	3	B
HI 101	American History	3	A
EN 101	English Composition I	3	A
MA 102	Calculus I	4	C

Winter Semester 1992

Course	Title	Hrs	Grade
ACT 102	Fund of Accounting II	3	A
EC 102	Micro-economics	3	B
HI 103	European History	3	B
EN 102	English Composition II	3	A
MA 103	Calculus II	4	C

Fall Semester 1992

Course	Title	Hrs	Grade
ACT 201	Accounting Principles	3	A
EC 203	Economic Theory	3	B
HI 206	Civil War History	3	A
FR 101	French I	3	B
CS 101	Computer Science I	2	B

Winter Semester 1993

Course	Title	Hrs	Grade
ACT 202	Bus Accounting	3	A
BU 205	Marketing	3	A
ME 101	Fund of Media	3	B
FR 102	French II	3	B
CS 102	Computer Science II	2	B

Fall Semester 1993

Course	Title	Hrs	Grade
ACT 303	Managerial Accounting	3	B
BU 201	Business Law I	3	B
CS 203	Business IT Systems I	3	A
BU 303	Finance for Businesses	3	A
PS 101	Prob & Stat I	4	C

Winter Semester 1994

Course	Title	Hrs	Grade
ACT 306	Intl Accounting	3	A
BU 202	Business Law II	3	B
CS 304	Business IT Systems II	3	A
EN 205	Business Writing	3	A
PS 102	Prob & Stat II	4	B

...alysis

Academic Courses	
Course Level	**Sample Course Titles**
...ower Division - Undergraduate (...XX – 2XXX level)	• Accounting Analysis, Planning and Control • Accounting for Managerial Decisions • Advanced Accounting Theory
...pper Division - Undergraduate (3XXX level)	• Cost Accounting • Financial Accounting and Managerial Decision Making • Intermediate Accounting • Management Reporting and Fund Accounting • Managerial Accounting Elementary Statistics

Performance Metrics

Perform Statistical Analysis

PL 5 **(FM Certification Level 3)**	Assess Accounting Analysis and Make Decisions	Senior Upper - Division Undergraduate and Graduate (4XXX and higher level)	* • Managerial Accounting and Control
	Formulate Strategies to Support Regulatory or Statutory Compliance		
	Communicate Strategies to Stakeholders		

*There is a an individual matrix for each FM competency on your

7. Map Academic Courses to the LHW

Course Hour Conversion Chart

Academic Course	Course Hours
3 Semester Hours	45
2 Semester Hours	30
1 Semester Hour	15
5 Quarter Hours	50
4 Quarter Hours	40
3 Quarter Hours	30
2 Quarter Hours	20
1 Quarter Hour	10

Leadership Academic Matrix

FM Certification Level 2: LEAD TEAMS/PROJECTS

Competencies	Academic Courses	
	Course Level	Sample Course Titles
Accountability	Upper Division - Undergraduate (3XXX level)	• Leadership and Personal Development • Leading Change • Foundations of Leadership
Decisiveness	Upper Division - Undergraduate (3XXX level)	• Paradigms and Strategies of Leadership • Leading with Emotional Intelligence
Influencing/Negotiating	Upper Division -Undergraduate (3XXX level)	• Negotiation
Team Building	Upper Division - Undergraduate (3XXX level)	• Leadership and Team Work • Leadership and Organization Change • Leading High Performance Teams

8. LMS Achievement Documentation

Create only **<u>One</u>** PDF for each achievement (required **competency)**

    PDF must include all documentation pertaining to the achievement of the competency

			0							
Accounting Analysis OR Financial Management Analysis	10	3	4	AA	Accounting Analysis Fundamentals	OUSD(C)	Web Based			
			4	AA	Accounting Analysis Tools, Applications and Methods	OUSD(C)	Web Based			
			4	FMA	Financial Management Analysis	OUSD(C)	Web Based			
			12							
Budget Formulation, Justification & Presentation OR Budget Execution	10	3	4	BFJP	Budget Formulation, Just & Pres'n	OUSD(C)	Web Based			
			2	BE	Budget Execution Process	OUSD(C)	Web Based			
			4	BE	Principles of Budgeting	OUSD(C)	Web Based			
			10							

PDF File #1 "Financial Management Analysis"
Includes Proof of Completion for: Accounting Analysis Fundamentals
        Accounting Analysis Tools, Applications and Methods
        Financial Management Analysis

PDF File #2 "Budget Formulation, Justification, & Presentation"
Includes Proof of Completion for: Budget Formulation, Justification, and Presentation
        Budget Execution Process
        Principles of Budget

37

8. LMS Achievement Documentation

- Acceptable Documentation, in order of preference:

  1. Certificate of Completion
  2. Transcripts
  3. Academic Evaluation Report (DA Form 1059)
  4. Army Training Requirements and Resources System (ATRRS) Record
  5. Officer/Enlisted Record Brief (ORB/ERB)
  6. Army Civilian Record Brief (ACRB)
  7. Screen snapshot from officially-updated Army or DoD training database showing your name, the name of the course, and your date of completion
  8. Memorandum for Record (MFR).

  *The user MUST redact PII such as SSN prior to uploading into LMS, or it WILL be rejected by OSD.

Personal Information

- **Common personal information that cannot be stored in the FM LMS**

FM LMS Documentation	Personal Information
Certificates of Completion	•SSN (to include last 4) •Email address, mailing/home address
Academic Transcript	•SSN (to include last 4), id numbers •Place & DOB •Personal email address, mailing/home address
ORB, ERB, DD-214	•SSN (to include last 4), id numbers •Citizenship, legal status •Gender, race/ethnicity •Place & DOB •Home, cell phone numbers •Personal email address, mailing/home address •Religious preference •Security clearance •Spouse and family information •Financial information •Disability information
SF-50s, resume	•SSN (to include last 4), id numbers •Citizenship, legal status •Place & DOB •Home, cell phone numbers •Personal email address, mailing/home address •Financial information •Disability information

LMS Achievement Documentation Examples of Redaction

How to Redact PII in Adobe: Tools> Protection> Mark for Redaction> Apply Redactions> Save

Memorandum for Record (MFR) for Experience

- A verified (MFR) signed by a supervisor may be uploaded to prevent recording PII into the system for experience requirements (recommended). Templates are found on FM Online

3-Month Development Assignment (only for Cert Level 3)

Total FM Experience Total Years DoD Experience

Introduction to LMS Input

DoD FM LMS

Three Step Process for LMS* Input:

1. **Record Learning of Course(s)** - Using your Learning History Worksheet record learning for all <u>courses</u> needed to satisfy each <u>competency</u> requirement

2. **Record Competency Documentation** - Record learning achievement documentation for each competency – upload **one** PDF file per competency with all certificates of proof (Record Learning - Achievement Documentation)

3. **Request Achievement Approval** - Route request for approval to your supervisor (LMS S1) (Certification Requirement Achievement)

*The DoD FM LMS is the certification course tracking repository

LMS Home Page

LMS Home Page: take User Training (Curricula), enter course achievement data (Record Learning), select Primary/Alternate track (Catalog), run Scorecard report.

DoD FM Learning Management System

- LMS is a web-based application where users will track certification progress
  - Administration
  - Oversight
  - Validation
  - Auditability
- LMS documents/tracks work experience, developmental assignments, individual course requirements, achievement of certification standards, and continuing education and training hours (CETs)
- Distributes/launches select courses online
- Documents waivers
- Course alignments available at FM myLearn (from FM Online site)

Introduction to LMS Input- Job Aids

For assistance, **Job Aids** are available via FM LMS

Once all information is recorded, don't forget to send your overall certification request using this job aid

Certification FM Certification Level 2
Date Assigned 07/25/2014

Completion Status		Hours Required	Hours Complete	Completion Status	Completion Date	Achievement Documentation	Use Comn
YES	Concepts, Policies, and Principles of X	10					
	FM COMPETENCY: Concepts, Policies and Principles of Budget L2PL3 Primary Track	10	10.5				
	CLB 011 Budget Policy - BCPP - PL3		3	Course Completed	06/05/2014		
	BCF 106 Fundamentals of Cost Analysis - BCPP - PL3		7.5	Course Completed	07/17/2014		
	Concepts, Policies and Principles of Budget L2PL3 Primary Track Achievement Documentation			FM Documentation Complete	07/25/2014	Attachment	
	Concepts, Policies and Principles of Budget L2PL3 Achievement			FM Achievement Approved	06/27/2014		
YES	Fundamentals and Operations of Y	6					
	FM COMPETENCY: Fundamentals and Operations of Accounting L2PL1 Alternate Track	6	6				
	GFEBS - Financials - L410E - Introduction to Financials - FOA - PL3		2	Course Completed	10/01/2013		
	GFEBS - Financials - L412E - Journal Entries Processing and Approval - FOA - PL5		4	Course Completed	10/01/2013		
	Fundamentals and Operations of Accounting L2PL1 Alternate Track Achievement Documentation			FM Documentation Complete	07/25/2014	Attachment	
	Fundamentals and Operations of Accounting L2PL1 Alternate Track Achievement			FM Achievement Approved	06/27/2014		
YES	FM COMPETENCY: FM Systems L2PL3	8	9				
	GFEBS - Cost Management - L432E - Cost Collection and Allocation - FMS - PL3		2	Course Completed	10/01/2013		
	SYS 201 - Defense Enterprise Accounting Management System (DEAMS) 201 - Oracle Navigation Basics WBT (FM Cert Lvl. 2) - FMS - PL3		2	Course Completed	07/08/2014		
	SYS 203 - Defense Enterprise Accounting Management System (DEAMS) 402 - Requisitioning (FM Cert Lvl. 2) - FMS - PL3		5	Course Completed	07/09/2014		
	FM Systems L2PL3 Achievement Documentation			FM Documentation Complete	07/25/2014	Attachment	
	FM Systems L2PL3 Achievement			FM Achievement Approved	07/09/2014		

LMS Roles

CA
- Manage org. hierarchy in LMS
- Provide LMS support (password resets, login issues, etc.)
- Comfortable learning new software!

CCA
- Approve/deny certification requests
- Coordinate with supervisor of record to grant time waivers

A2 (optional)
- Ensure requests for certification have all necessary information
- Review & forward certification requests

S1
- Approve/deny achievement requests
- Review & forward certification requests
- Monitor and track member progress
- Work with CA to ensure LMS has correct organizational hierarchy

Participants
- Pursue certification
- Provide documentation to prove course completion
- Submit achievements for approval (competencies or full certification)

Notional Ratios	S1	A2	CCA	CA
	1:25	1:50	2-5	1:100

Common Errors of Certification Rejection

Have your certification approved! Avoid the most common mistakes which cause the auditors to cancel FM certifications! Below you will find the text of the most common errors, any one of which will cause your FM Certification to be denied/canceled. S1s/CCAs must Deny certification if any scorecard contains any one of these errors. CCAs won't see these errors if the FMers and S1s do their job.

No.	Errors Causing Certification Denial/Cancellation	Cause/Explanation of Denial/Cancelation of FM Certification
1	"PII on Transcript"	You may not have any part of your social security number, your birth date (month/day), birth place, student ID, home address, home phone number, etc. Redact any personal information from the ORB, CRB, transcript or any other items included in your documentation. Hint: In Adobe Acrobat --> Tools --> Protection --> Mark for Redaction
2	"PII in SF50 Single SF50 does not show years. Recommend using MFR"	You should submit an MFR. Neither a single SF50, nor two SF50s, will show the years.
3	"Documentation does not go on courses"	Course Completed Learning Events may not have attachments. Documentation has its own completion Status and must be a separate learning event.
4	"Documentation not in single pdf" "Both certificates go into 1 file" "Just have 1 attachment with the certificate for the [course name]"	You may upload only ONE pdf file for each competency (blue line on your scorecard). You must "combine" all documentation for a competency (not course) into one PDF when you have more than one course. You must upload documentation in an Achievement Documentation learning event, separate from the course learning event(s).
5	"Delete"	You must remove (or not enter) courses in excess of those necessary to meet the requirement. You must delete extra courses if you have extra courses that exceed the requirement.

No.	Errors Causing Certification Denial/Cancellation	Cause/Explanation of Denial/Cancelation of FM Certification
6	"Course title not in Academic Matrix"	You may not use any academic course title that does not match closely to the Sample Course Titles in the Academic Matrix for your competency without prior Course Manager approval
7	"Course not identified on transcript or on transcript"	You must identify your academic course title on the transcript in the Comments box
8	"Wrong level, needs to be 3xx"	You must only use courses for your certification level: Cert Level 1 --> 1xx/2xx, Cert Level 2 --> 3xx, Cert Level 3 --> 4xx+
9	"Certificate does not match course recorded"	The course title on the certificate must match the course cited
10	"Documentation not done"	You must have documentation for all courses cited. All documentation for one competency must be in 1 attachment.

Can you find the errors?

YES	FM COMPETENCY: FM Systems L2PL3		8	10.5			
	GFEBS - Cost Management - L435E - Cost Reporting and Analysis - FMS - PL3			2	Course Completed	03/07/2011	Attachment
	GFEBS - Cost Management - L432 - Cost Collection and Allocation *Inactive - FMS - PL3			4	Course Completed	03/07/2011	Attachment
	GFEBS - Spending Chain - L457E - Purchase Card - FMS - PL3			0.5	Course Completed	09/04/2013	Attachment
	FM myLearn - Intermediate Financial Management Systems - FMS - PL3			4	Course Completed	09/08/2014	Attachment
	FM Systems L2PL3 Achievement Documentation				FM Documentation Complete	01/07/2015	
	FM Systems L2PL3 Achievement Documentation				FM Documentation Complete	08/07/2015	Attachment
	FM Systems L2PL3 Achievement Documentation				FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documentation				FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documentation				FM Documentation Complete	09/08/2014	Attachment
	FM Systems L2PL3 Achievement				FM Achievement Approved	08/10/2015	

Here's the mistakes

YES	FM COMPETENCY: FM Systems L2PL3	8	10.5		
	GFEBS - Cost Management - L435E - Cost Reporting and Analysis - FMS - PL3	2	Course Completed	03/07/2011	Attachment
	GFEBS - Cost Management - L432 - Cost Collection and Allocation *Inactive - FMS - PL3	4	Course Completed	03/07/2011	Attachment
	GFEBS - Spending Chain - L457E - Purchase Card - FMS - PL3	0.5	Course Completed	09/04/2013	Attachment
	FM myLearn - Intermediate Financial Management Systems - FMS - PL3	4	Course Completed	09/08/2014	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	01/07/2015	
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	08/07/2015	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	09/08/2014	Attachment
	FM Systems L2PL3 Achievement		FM Achievement Approved	08/10/2015	

No attachment on courses

Here's the mistakes

YES	FM COMPETENCY: FM Systems L2PL3		8	10.5	
	GFEBS - Cost Management - L435E - Cost Reporting and Analysis - FMS - PL3	2	Course Completed	03/07/2011	Attachment
	GFEBS - Cost Management - L432 - Cost Collection and Allocation *Inactive - FMS - PL3	4	Course Completed	03/07/2011	Attachment
	GFEBS - Spending Chain - L457E - Purchase Card - FMS - PL3	0.5	Course Completed	09/04/2013	Attachment
	FM myLearn - Intermediate Financial Management Systems - FMS - PL3	4	Course Completed	09/08/2014	Attachment
	FM Systems L2PL3 Achieve		FM Documentation Complete	01/07/2015	
	FM Systems L2PL3 Achieve		FM Documentation Complete	08/07/2015	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	09/08/2014	Attachment
	FM Systems L2PL3 Achievement		FM Achievement Approved	08/10/2015	

No attachment on courses

attachment on documentatio

Here's the mistakes

YES	FM COMPETENCY: FM Systems L2PL3	8	10.5		
	GFEBS - Cost Management - L435E - Cost Reporting and Analysis - FMS - PL3	2	Course Completed	03/07/2011	Attachment
	GFEBS - Cost Management - L432 - Cost Collection and Allocation *Inactive - FMS - PL3	4	Course Completed	03/07/2011	Attachment
	GFEBS - Spending Chain - L457E - Purchase Card - FMS - PL3	0.5	Course Completed	09/04/2013	Attachment
	FM myLearn - Intermediate Financial Management Systems - FMS - PL3	4	Course Completed	09/08/2014	Attachment
	FM Systems L2PL3 Achieve		FM Documentation Complete	01/07/2015	
	FM Systems L2PL3 Achieve		FM Documentation Complete	08/07/2015	Attachment
	FM Systems L2PL3 Achievement Documentation		FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documen		FM Documentation Complete	08/10/2015	Attachment
	FM Systems L2PL3 Achievement Documen		FM Documentation Complete	09/08/2014	Attachment
	FM Systems L2PL3 Achievement		FM Achievement Approved	08/10/2015	

No attachment on courses

... attachment on documentatio

Duplicate documentation entries

Here's the mistakes

Active Users vs. Inactive Users

- Please note: If a user is promoted or changes organizations during the DoD FM Certification Process, their account will go inactive and must be activated with new level and/or organization ID. This is an automated function with the DCPDS record controlled by HR.

- If you cannot log into LMS or if you have gone inactive, please contact your Lead CA to be activated.

5/25/17 55

FAQs

- LMS Supervisor does not have to be supervisor of record
  - It's the person who is assigned the duties of reviewing requests for achievements in LMS (to avoid circular reference)
- Requirements aren't cumulative
  - Need to fill ONLY the requirements of your certification level, not yours and the ones below it
- There is no time limit on how recently a class was taken in order to get credit
- Deadline for certification for all users going live prior to 1 July 2014 will be 30 June 2016
- People can't choose what certification level they pursue – it is position based and must be the level they are assigned

https://fmonline.ousdc.osd.mil/FMCertProgram/FAQ.aspx#certificationrequirements20

Continuing Education and Training (CETs)

- Certification Level 1
  - 40 CETs required every two years after achieving Certification Level
- Certification Level 2
  - 60 CETs required every two years after achieving Certification Level
- Certification Level 3
  - 80 CETs required every two years after achieving Certification Level

CETs can be earned by completing any course listed in FM myLearn e-catalog. Each course hour credit is equal to one CET hour.

Point of Contact

- After Initial Launch
  - Treat your local CAs as your primary POCs
  - Local CAs will reach out to HQDA Lead CAs if they need further assistance

    USARMY Pentagon HQDA ASA FM Mailbox DOD
      Certification
- Please treat Army as your primary point of contact for any FM certification-related issues
  - Reaching out to OSD instead of our CAs removes our visibility and it's harder for us to understand and assist

- ARMY FMC TEAM Mailbox: usarmy.pentagon.hqda-asa-fm.mbx.dod-certification@mail.mil
- Mr. Anson Smith, anson.d.smith.civ@mail.mil, 703-697-6898
- Mr. Richard Corns, richard.e.corns.ctr@mail.mil, 703-692-7414
- Ms. Carly Beato, carly.m.beato.ctr@mail.mil, 703-571-0900

Questions?

For any additional questions during your certification process, you contact the Army FM Certification Mailbox at: usarmy.pentagon.hqda-asa-fm.mbx.dod-certification@mail.mil

Helpful Links

FM Online:

https://fmonline.ousdc.osd.mil/Default.aspx

FM myLearn:

https://fmonline.ousdc.osd.mil/FMmyLearn/Default.aspx

Learning Management System (LMS):

https://whs.plateau.com/learning/admin/nativelogin.do#nav=search

LMS Job Aids:

https://fmonline.ousdc.osd.mil/FMCertProgram/JobAids.aspx

DoD FM Certification Frequency Asked Questions:

https://fmonline.ousdc.osd.mil/FMCertProgram/FAQ.aspx#certificationrequirements20

DoD FM Certification Academic Matrix:

https://fmonline.ousdc.osd.mil/fmmylearn/AcademicMatrix.aspx